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LSG-1904

OGC-68417

Personnel - 4

21 SEP 1956

MEMORANDUM FOR: Deputy Director (Plans)
Director of Security
Chief, Medical Staff
General Counsel

SUBJECT: Employee Emergencies

1. The following individuals are designated in accordance with paragraph 2e of Regulation [] to represent the Office of Personnel in the handling of employee emergencies. These individuals will maintain 24-hour coverage on an on-call basis and should be contacted in the order in which they are listed.

25X1

	<u>Name and Title</u>	<u>Office Phone</u>	<u>Home Phone</u>
25X1A9A	[] Executive Officer	[]	
25X1A9A	[] Asst. Executive Officer		
25X1A9A	[] Deputy Director of Personnel		
25X1A9A	[] Chief, Casualty Affairs Branch		
25X1A9A	[] Asst. Chief, Casualty Affairs		

25X1

2. Normally, the Executive Officer and the Assistant Executive Officer will alternate "or after-hours on-call duty. The Night Security Officer will be kept advised of this schedule.

Signed

Harrison G. Reynolds
Director of Personnel

Distribution:

- 2 - Each addressee ✓
- 1 - DD/S
- 1 - Individuals listed in par. 1
- 1 - D/Pers Chrono

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